EPA Brownfield Grant Writing


Fall 2015

What we will cover

- Introductions and Timeline
- Overview of Types of Grants
- Proposal Writing Tips
    - Changes to the Guidelines
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- Community Need
- Project Description & Feasibility of Success
- Community Engagement & Partnerships
- Project Benefits
- Programmatic Capability & Past Performance
- Contacts

Do you have these in your community?
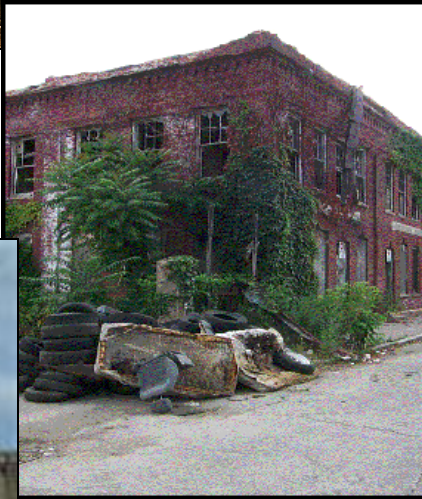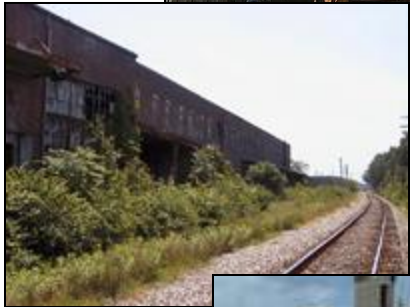
Brownfields

Properties that are abandoned or underutilized due to real or perceived contamination including:

- Former gas stations
- Dry cleaning establishments
- Abandoned factories
- Mine-scarred lands
- Old schools and hospitals
- Meth labs
- Scrap yards
- Landfills
- And many more…………

Why Redevelop

• Revive downtown & bring people back

• Chances for employment and small business

• The domino effect

• Community pride

• Chance to take care of environmental issues-

stormwater, water quality and energy

If You Have Properties, What Do You Do?

- Inventory
- Determine which have the most potential or if there is an end use for a particular property
- **Assess before you buy or take ownership** (even if a gift)- part of federal and state liability management and makes you eligible for grants
  - Have a shelf life but can be updated
  - Not a confirmation of contamination
- Determine what type of cleanup is needed based on end use
- Get funding for redevelopment and match with other funding sources. Brownfields are not the silver bullet of funding.
- Work with the cabinet on the cleanup to get a closure letter
- Redevelop according to cleanup plan and deed restriction

Ky BF Program Services

- Grant-writing assistance- workshops, grant review and grant review party
- Free assessment services
- Liability management guidance
- Information and project assistance
- Funding identification
- Help carrying out grant
- Revolving Loan Fund- Grant and Loans
- Project oversight through Superfund Group

Why Brownfield Grant

- Seed money for a redevelopment program

- Can be part of an incentives package

- Make sites ready for redevelopment

- In the case of company closings, you can immediately assess property risks instead of it being idle for years.

- Protect human health and the environment

- Mitigate stormwater issues, alternative energy production, urban gardens

Is This Grant Right For Us?

- Do we have a goal??
- Do we have the people and resources to carry out a project?
- Does the community support the effort?
- Are we willing to put in the effort?
- Think about these questions as we proceed today. Not now.....maybe later.
- Successful project=more federal brownfield funding

Types of Grants

- Assessment
- Cleanup
- Revolving Loan Fund
- Area-Wide Planning
- Job Training Grants

Grant Writing for Brownfields

Our purpose

- The purpose of this training is to assist applicants with understanding the Assessment and Cleanup Grant Guidelines. If interested in RLF contact our staff.

- **Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines prevail.**

- **This presentation is based on last year's guidance.**

Timeline for grants

- **Announcement soon with applications due Nov. or Dec.**
- April –May 2016:Selections announced
- June –July 2016:Workplans and grant paperwork submitted
- July –Oct 2016: Grants awarded/funds available
- The proposal due date will not change, however, other dates listed above are subject to change.

	Assessment	Cleanup
Applicant Eligibility (see full list in Section III.A)	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profits
Amount of funding available	•Up to $400,000 for Community-wide •Up to $200,000 or up to $350,000 for Site-Specific •Up to $600,000 for a Coalition- 3 eligible entities	•Up to $200,000 per site •Up to 3 sites totaling $600,000
Cost share requirement	n/a	20% cost share
Period of performance	3 years	3 years
Common eligible grant activities	inventory, characterize and assess sites, reuse planning, cleanup planning, and community engagement	cleanup, reuse planning and community engagement
Notes:	**Applicants who received an assessment grant in FY14 ARE eligible to apply for FY15 assessment funds**	

Changes from last year???

- Grants.gov submission only
- Language should stay the same for the most part

First, prepare for the task

- Review grant guidance
  - This presentation is based on FY 15 grant guidance. FY 16 may have changes. Our program will let you know the changes.

- Get copies of successful grants (our website)

- Seek mentoring from grantees

- Contact the state for a letter of support. This is required.

Get Started Early

http://www.epa.gov/brownfields/pdfs/getting-started-early-on-preparing-your-assessment-cleanup-proposal.pdf

Proposal Content

- Transmittal Letter

- Narrative

- Required Attachments

Proposal Content Cont.

- Include Other Factors Checklist (in Appendix 3) with the 2-page Transmittal Letter.
- Pages beyond the 15-page limit for the narrative (not including the 2-page Transmittal Letter or attachments) will be removed and not reviewed.
- Limit attachments to required/relevant documents and letters (i.e., state letter, commitment letters from community organizations, etc.) (see IV.C.3).
- 1" margins; 12 pt font; no binders; no maps.

Appendix 3
Other Factors Checklist

Name of Applicant: _____

Please identify (with an X) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
Community population is 10,000 or less.	
Federally recognized Indian tribe.	
United States territory.	
Applicant will assist a Tribe or territory.	
Targeted brownfield sites are impacted by mine-scarred land.	
Targeted brownfield sites are contaminated with controlled substances.	
Recent natural disaster(s) (2006 or later) occurred within community, causing significant community economic and environmental distress.	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	
Community experienced manufacturing plant/power plant closure(s) (2008 or later) tied to the targeted brownfield sites or project area, including communities experiencing auto plant/power plant closures due to bankruptcy or economic disruptions.	
Recent (2008 or later) significant economic disruption (unrelated to a natural disaster or manufacturing/auto plant/power plant closure) has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	
Applicant is one of the 12 recipients, or a core partner/implementation strategy party, of a "manufacturing community" designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, **applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation** which demonstrate either designation as one of the 12 recipients, or relevant pages from a recipient's IMCP proposal which lists/describes the core partners and implementation strategy parties. A core partner/implementation strategy party is a local partner organization/jurisdiction that will carry out the proposed strategy, as demonstrated in letters of commitment or memoranda of understanding which documents their contributions, roles, and responsibilities to the partnership. EDA may provide to	

- Read entire RFP! There are different guidelines for each grant type.
- Write as though the reader knows **NOTHING** about your community.
- **Address ALL criteria –if a criterion doesn't apply, state that and explain why.**
- It is not sufficient to simply respond to a criterion. The **quality** of the response is extremely important.
- Use the Proposal Checklists at the end of the Ranking Criteria section. (Do not submit with proposal.)

Proposal Content Tips

- Avoid using acronyms and technical/organizational jargon.
- Number your pages and enumerate the criterion to which you're responding.
- Determine which attachments are required for the type of funding for which you are applying. Organize attachments, for example:
  - Appendix A: Threshold Criteria
  - Appendix B: Leveraging Commitment(s)
  - Appendix C: Community Organization Letters
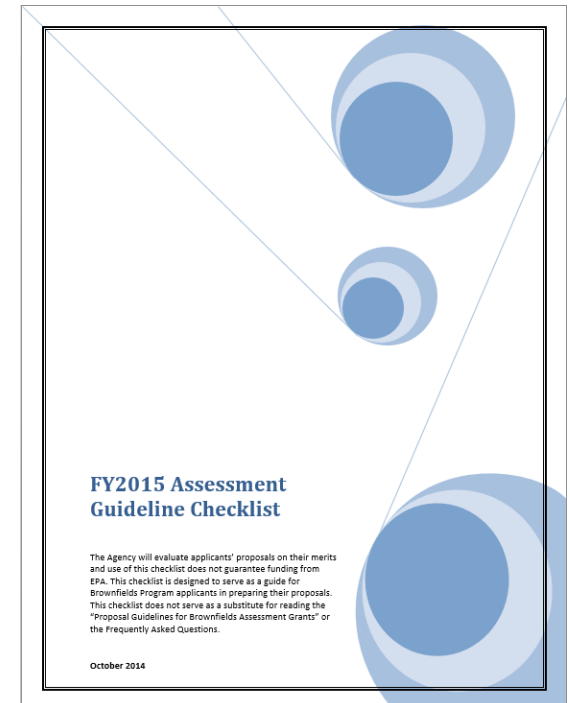
Proposal Content Tips

- Use your transmittal letter to tell a bit of a story

- Because of the grant structure it is often hard to paint a picture, so use the letter to work some magic

Submittal Instructions

- Grants.gov only
- Start grants.gov account process EARLY!!! Take up to two weeks to get an account.

Proposal Writing Resources

- Office of Brownfields & Land Revitalization Website http://www.epa.gov/swerosps/bf/applicat.htm
  - Frequently Asked Questions (FAQs)
  - Assessment Guidelines Checklist
  - 'Getting Started Early on Preparing Your Assessment/Cleanup Proposal' document

- Technical Assistance to Brownfields (TAB)

- TAB EZ: A Grant Writing Tool

FY2015 Assessment Guideline Checklist

The Agency will evaluate applicants' proposals on their merits and use of this checklist does not guarantee funding from EPA. This checklist is designed to serve as a guide for Brownfields Program applicants in preparing their proposals. This checklist does not serve as a substitute for reading the "Proposal Guidelines for Brownfields Assessment Grants" or the Frequently Asked Questions.

October 2014

Technical Assistance to Brownfields (TAB) Contacts

Center for Creative Land Recycling (CCLR)

Serves EPA Regions 2, 4, 9 and 10

www.epa.gov/brownfields/pubs/cclr-fact-sheet3-21-13.pdf

415-398-1080 ext. 110

www.CCLR.org

TABEZ: A Grant Writing Tool

- Free tool to assist in preparing assessment & cleanup grant applications
- User friendly and accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful hints & support for every criteria
- Go to www.tabez.org and click on Online Tools and "TAB EZ". Register and you are on your way.

Threshold Criteria Overview

Threshold is Pass/Fail

	Assessment	Cleanup
Applicant Eligibility (see full list in Section III.A)	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profits
Acknowledgement from the State/Tribal Authority	Applicants must include letter from the State or Tribal Environmental Authority	Applicants must include letter from the State or Tribal Environmental Authority
Site Eligibility and Property Ownership Eligibility	Applies to site-specific assessment applicants	**Applicants must own site by date of application**
Cleanup Authority and Oversight Structure	N/A	Applicants must describe their cleanup authority and oversight structure
Cost share requirement	N/A	20% cost share
Community involvement/notification	Applicants must discuss how they intend to inform and involve the community	**Community notification must occur at least 2 weeks prior to submission and no later than date in guidance**
Other required attachments	Letters from coalition members in which they agree to be a part of the coalition	Draft Analysis of Brownfields Cleanup Alternatives (ABCA)

Letter from State or Tribal Authority

- Include a CURRENT letter **acknowledging your specific proposal** and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.

- Don't substitute a letter from someone else

- Don't use last years letter

- Amanda.lefevre@ky.gov or herb.petitjean@ky.gov can provide a letter

Site Eligibility- Site Specific and Cleanup

- Sites NOT eligible for funding include:
- Sites proposed or listed on the National Priorities List (Superfund)
- Facilities subject to orders under CERCLA
- Facilities that are subject to the jurisdiction, custody or control of the US government (except land held in trust for Indian Tribes)
- Sites subject to RCRA Corrective Action

Site Eligibility- Site Specific Assessment and Cleanup

Hazardous Substance Sites
- Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes.
- EPA will determine if site is eligible based on applicants' responses to criteria.

Co-mingled Sites
- Sites with both types of contamination are considered Hazardous Substance sites.

Petroleum Sites
- State or EPA will determine if site is eligible
- EPA will determine eligibility for Tribes
- Petroleum Eligibility Letter - attach to application

Site Eligibility- Hazardous Substance
Applicants can't be responsible for contamination!!!

1. Who owns it?

2. How was it acquired?
–Did purchase include due diligence (all appropriate inquiry/Phase I)?
–Tax foreclosure, abandonment, or other government proceeding?

3. Who Contaminated it?
–If applicant, in most cases the site is not eligible.

4.Continuing Obligations: What happened on the property after acquisition?
–Did owner insure no further contamination has taken place since they received title?
Applicant must not be responsible for contamination.

Site eligibility is called "Property Ownership Eligibility" in the guidelines

Site Eligibility Petroleum sites
(site specific assessment and cleanup)

- Must be low risk
  - Is the site relatively low risk?
- Owners must not be responsible for contamination
  - Who are the current and previous owners?
  - Did the current or previous owner cause contamination?
- If current or previous owner is responsible...
  - Are they financially viable?

Cleanup Authority and Oversight Structure (Cleanup)

- Cleanup Oversight
  - Describe oversight plan
  - Indicate whether or not you plan to enroll in state or tribal voluntary program. If not enrolling, desribe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup.

- Property(s) Access Plan
  - Plan to obtain access to adjacent properties, if needed

Cost Share (Cleanup, RLF)

- 20% Match Required

  –Match can be contribution of money, labor, materials, or services from a non-federal source

  ➢Only for an eligible & allowable expense

  ➢HUD CDBG funds can be used as match

  –Hardship Waivers can be requested

  ➢Approved on a limited basis

  ➢Must provide explanation as an attachment (see Section III.C.5.a.ii for guidance)

Community Notification (Cleanup)

- Provide an opportunity for the community to submit comments on your proposal and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).

- Place an ad (or equivalent) about intent to apply and notice of a public meeting.

- Notify the community at least **2 weeks prior to submission and no later than the date specified in guidance.**

- Include in ad:
  - Date, time and location of meeting, and request for comments
  - Where proposal and draft ABCA are located (e.g. town hall library, website, etc.)
  - How the public can submit comments

- Host public meeting prior to proposal submission.

Community Involvement (assessment)

Community involvement efforts can be implemented using existing meetings.

Applicants must:

- identify how they "**intend** to inform and involve the community and other stakeholders."

- tie this to their "Plan for Involving Targeted Community & Other Stakeholders" and "Communicating Project Progress" in Section V.B.3.a.

Note: If applicant is also applying forcleanup funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Community Notification process.

Ranking Criteria
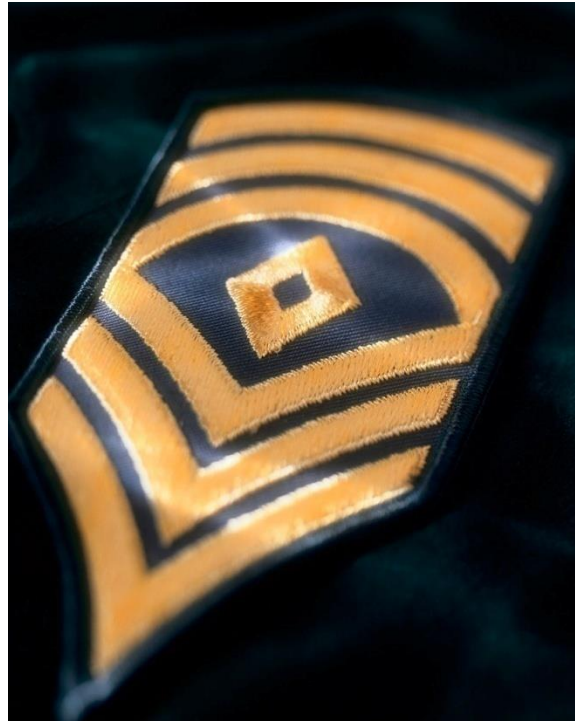
Ranking Criteria

- Proposal must have passed Threshold Criteria to be considered for review and be "ranked".

- **5 Ranking Criteria Section**s
    1. Community Need
    2. Project Description & Feasibility of Success
    3. Community Engagement & Partnerships
    4. Project Benefits
    5. Programmatic Capability/Past Performance

- Each criterion is made up of sub-criteria
    - Answer each individually and enumerate each sub-criterion
    - Sub-criteria may be different per grant type and point totals vary

Ranking Criteria Point Distribution

			Grant Type	Assess	Cleanup
			Total Points	200	105
Criteria 1	**Community Need**			**50**	**20**
Sub-Criteria 1.a	**Targeted Community and Brownfields**			**25**	**8**
Sub-Criteria 1.a.i	Targeted Community			5	
Sub-Criteria 1.a.ii	Demographic Information			5	
Sub-Criteria 1.a.iii	Brownfields			5	
Sub-Criteria 1.a.iv	Cumulative Environmental Issues			10	
Sub-Criteria 1.b	**Impacts on Targeted Community**			**10**	**5**
Sub-Criteria 1.c	**Financial Need**			**15**	**7**
Sub-Criteria 1.c.i	Economic Conditions			5	3
Sub-Criteria 1.c.ii	Economic Effects of Brownfields			10	4
Criteria 2	**Program/Project Description [and Feasibility of Succes**			**50**	**30**
Sub-Criteria 2.a	**Project Description**			**25**	**15**
	Assessment	Cleanup			
Sub-Criteria 2.a.i	Project Description	Existing Conditions		15	5
Sub-Criteria 2.a.ii	Project Timing	Proposed Cleanup Plan		5	10
Sub-Criteria 2.a.iii	Site Selection			5	
Sub-Criteria 2.b	**Task Description and Budget Table**			**20**	**10**
Sub-Criteria 2.b.i	Task Description			15	
Sub-Criteria 2.b.ii	Budget Table			5	
Sub-Criteria 2.c	**Ability to Leverage**			**5**	**5**
Criteria 3	**Community Engagement & Partnerships**			**35**	**15**
Sub-Criteria 3.a	**Plan for Involving Targeted Community & Other Stakel**			**15**	**5**
Sub-Criteria 3.a.i	Plan for Involvement			10	
Sub-Criteria 3.a.ii	Plan for Communicating progress			5	
Sub-Criteria 3.b	**Partnerships with Government Agencies**			**10**	**5**
Sub-Criteria 3.b.i	Local/State/Tribal Authority			5	
Sub-Criteria 3.b.ii	Other Relevant Governmental Agencies			5	
Sub-Criteria 3.c	**Partnerships with Community Organizations**			**10**	**5**
Sub-Criteria 3.c.i	Description of Community Orgs.			5	
Sub-Criteria 3.c.ii	Commitment Letters			5	

Ranking Criteria Point Distribution (cont'd)

Criteria 4	Project/Program Benefits	25	20
Sub-Criteria 4.a	Health and/or Welfare, and Environment	10	10
Sub-Criteria 4.a.i	Health and/or Welfare Benefits	5	5
Sub-Criteria 4.a.ii	Environmental Benefits	5	5
Sub-Criteria 4.b	Environmental Benefits from Infrastructure Reuse/Sus	8	5
Sub-Criteria 4.b.i	Planning, Policies, or Other Tools	5	2
Sub-Criteria 4.b.ii	Integrating Equitable Development or Livability Princip	3	3
Sub-Criteria 4.c	Economic and Community Benefits	7	5
Sub-Criteria 4.c.i	Economic or Other Benefits	5	3
Sub-Criteria 4.c.ii	Job Creation Potential/Local Hiring/Procurement	2	2
Criteria 5	Programmatic Capability and Past Performance	40	20
Sub-Criteria 5.a	Programmatic Capability	28	12
Sub-Criteria 5.b	Audit Findings	2	2
Sub-Criteria 5.c	Past Performance and Accomplishments	10	6
Sub-Criteria 5.c.i	Compliance with Requirements	5	3
Sub-Criteria 5.c.ii	Accomplishments	5	3

- 200 points for Assessment
- 105 points for Cleanup

Link Your Story Together

- **Community Need**

  –Here are the brownfields issues in my targeted community and who I'm trying to help with this grant.

- **Project Description & Feasibility of Success**

  –Here's my step-by-step plan for the grant, what I'm going to spend the money on, **and where I'm going to get the rest of money to get to redevelopment.**

- **Community Engagement & Partnerships**

  –Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made.

- **Project Benefits**

  –Here are the anticipated outcomes and my targeted community will benefit from redeveloping the brownfields sites.

- **Programmatic Capability**

  –Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.

Community Need

1. Community Need

Targeted Community and Brownfields

Clearly Identify Your Target Community!!!!

- Provide information on your city, town, or geographic area to provide context of brownfield challenges and the demographics of the targeted community.

- Use the sample table format to provide demographic information.

- Describe the brownfield property(ies) to be addressed and proximity to and effect on your targeted community.

- Provide summary of other various cumulative environmental issues, i.e., power plants, incinerators, etc.

1. Community Need

Impacts on Targeted Community

- Discuss the disproportionate impacts the brownfields have on public health and/or welfare and environment of your targeted community

- Describe health, welfare or environmental challenges in your community:

  –Typical contamination

  –Sensitive populations (e.g. children, seniors, women of child-bearing age, etc.)

  –Poverty rates, crime rates, etc.

  –Environmental impact data (e.g. cancer and asthma rates)

1. Community Need

Financial Need

Describe YOUR need. Most applicants fail to adequately address this.

Economic Conditions
- Describe why you need this funding and are unable to obtain other funding sources
- Describe how local economic conditions may have been made worse due to significant economic disruption

Economic Effects of Brownfields
- Elaborate on the demographic table and discuss the key economic effects (e.g. reduced tax base, etc.)
- Describe the other economic effects associated with the brownfields and to the extent possible include quantitative data
- Clearly site statistical data

Useful Tips

- This section sets the stage for the rest of the proposal.
- Clearly describe the social and economic situation of your targeted community and your [the applicant's] financial constraints.
- Clearly identify a targeted community, explain needs of this community and the impacts of the brownfield sites on this community.

Assessment Coalitions Applicants: Provide information on all coalition partners and their respective targeted communities.

Useful Tips (cont'd)

- Ask your state or local government if they have a listing of brownfields in the area. This can come in the form of inventories, superfund lists and UST lists.

- Describe what types of contamination may be present in the soils.

- Note any community features or resources threatened by contaminants- watersheds, streams, ecosystems, etc.

- A kid's walk to school includes walking past X number of brownfields.

- Is there access to health care?

Useful Tips (cont'd)

- Is uncontrolled access a potential problem-safety risk to kids, teens nefarious adults?

- What are the impacts of the blight? Are more buildings becoming vacant? Is the area becoming a burden on municipal services? Is there increased disinvestment?

Useful Tips (cont'd)

- Pick what makes your story compelling.

- Economic distress due to job loss

- Examples of plant closings/ businesses closing or moving out

Sample Stat Table

	Bracken	% of Total Pop	Fleming	% of Total Pop	Lewis	% of Total Pop	Mason	% of Total Pop	Robertson	% of Total Pop	United States
Total Population	8,279		13,792		14,092		16,800		2,266		281,421,906
White	8,161	98.57%	13,467	97.64%	13,933	98.87%	15,237	90.70%	2,236	98.68%	76.00%
Black	67	0.81%	249	1.81%	41	0.29%	1,059	6.30%	2	0.09%	13.00%
American Indian/Alaska Native	89	0.18%	9	0.07%	38	0.10%	38	0.27%	0	%	1.00%
Asian	0	0.00%	0	0.00%	0	0.00%	70	0.45%	11	0.49%	4.00%
Native Hawaiian/other Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1.00%
Hispanic or Latino	7	0.08%	107	0.78%	54	0.38%	231	1.38%	16	0.71%	13.00%
Low Income	888	10.73%	2,539	18.41%	3,943	27.98%	2,750	16.42%	487	21.49%	13.00%
Elderly (over 65)	492	5.94%	744	5.39%	784	5.56%	1,036	6.17%	156	6.88%	13.00%
Disabled (over 5 years or age)	3,818	46.12%	58.95	42.74%	4,851	34.42%	7,560	45.00%	922	40.69%	11.00%

Project Description

2. Project Description/Feasibility of Success (Assessment)

Assessment Project Description
1. Project Description
2. Project Timing
3. Site Selection

1. Project Description

This is where you get to pitch your project! Describe:

- All the activities that will be conducted with the grant funds
- How the project aligns with your overall redevelopment plans
- The plans for redevelopment of your proposed properties

2. Project Description/Feasibility of Success (Assessment)

2. Project Timing

- Describe how the activities will be completed in the three-year project period
- Address the timing of key project activities
  - contractor procurement
  - site selection
  - securing site access
- Discuss who will be responsible for conducting these activities

3. Site Selection

- Discuss how sites are prioritized and selected for assessment
- Discuss how access to sites will be obtained

Site-specific proposals should describe the existing conditions of the subject property including anticipated levels of contamination, size, and/or status of ownership of the site.

Coalition proposals should demonstrate how the grant funds will address a minimum of five sites as well as sites located in each coalition member's jurisdiction.

2. Project Description/Feasibility of Success (Assessment)

- Ensure that your assessment activities will comply with ASTM, AAI standards, etc., and that quality-assurance plans (QAPPS) and health and safety plans will be developed. *EPA has good definitions and explanations of these in the FAQs for the grants.*

- Community input or engagement processes-mention here, but will detail later

- Understand Bona Fide Prospective Purchaser (BFPP) protocols

2. Project Description/Feasibility of Success (Cleanup)

Cleanup Project Description
1. Existing Conditions
2. Proposed Cleanup Plan

1. Existing condition of the property
- Extent of contamination
- Current Uses
- Buildings onsite
- Proposed redevelopment of the property
- How project aligns with community's revitalization plans

2. Proposed cleanup plan
- Cleanup plan and methods consistent with the **draft ABCA**
- Draft ABCA -required as an attachment

2. Project Description/Feasibility of Success (Assessment/Cleanup)

Task Description

This is the narrative that supports the budget table

- List the tasks required to implement the project including tasks funded with this grant and any supplemental tasks as necessary

- Correlate grant-funded tasks with the Budget Table

- Provide cost estimate and basis for each grant-funded task

- Identify and enumerate outputs

Cleanup Applicants: Describe only eligible cost share activities

Assessment Budget –EXAMPLE

Budget Categories	Project Tasks					
(programmatic costs only)	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	Total
Personnel	20,000	10,000				30,000
Fringe Benefits						
Travel[1]	5,000					5,000
Equipment[2]						
Supplies						
Contractual[3]		15,000	30,000	100,000	20,000	165,000
Other (specify)						
Total	**25,000**	**25,000**	**30,000**	**100,000**	**20,000**	**200,000**

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for assessment grants.
[3] Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

Task Description EXAMPLE - Task 1: Program Management
- **Personnel:** Community Planner - $50/hour * 400 hours = $20,000
- **Travel:** Attend 1 Regional Conference: $1,000 + Nat'l Brownfield Conference: $4,000 = $5,000

Cleanup Budget –EXAMPLE

Budget Categories	Project Tasks				
(programmatic costs only)	Program Management	State Oversight	Cleanup	Community Outreach	Total
Personnel	20,000			5,000	25,000
Fringe Benefits					
Travel[1]					
Equipment[2]					
Supplies	5,000				5,000
Contractual[3]		10,000	155,000	5,000	170,000
Other (specify) _____					
Total	**25,000**	**10,000**	**155,000**	**10,000**	**200,000**
Cost Share[4]	10,000		20,000	10,000	40,000
Total Budget	**35,000**	**20,000**	**175,000**	**20,000**	**240,000**

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies.
[3] Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.
[4] Applicants must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in preaward negotiations.

Cost Share

- Don't include cost share that exceeds 20% requirement.

2. Project Description/Feasibility of Success

Ability to Leverage

- Describe other sources of funding or resources that you **have or may be seeking** to ensure the completion of the project and long-term revitalization of your brownfields site(s).

- Attach copies of documentation for any firm leveraged resources identified.

- If you don't have sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources.

Cleanup Applicants
Specifically discuss the sources of funding associated with the potential revitalization of the site.

Useful Tips

- Describe the project clearly.
- Project description should correlate with the main points from the previous Community Need section.
- This section should include a discussion on:
  – how the proposed work aligns community revitalization efforts;

  – step-by-step plan for the grant and how the funds will be spent; and

  – where the remaining funds will come from in order to get to redevelopment.

Useful Tips (cont'd)

- If proposing health monitoring activities, ensure the appropriate health agency's role is outlined in the task description and funds are included in the budget.

Community Engagement and Partnerships

3. Community Engagement & Partnerships

Community Involvement Plan

- Describe plan for involving affected community during site selection criteria, cleanup and site reuse planning. Have you already done outreach that you can mention?

Cleanup Applicants: Describe plan for: addressing residents' health, safety, and disruption concerns; and, protecting sensitive populations and nearby residents.

Communicating Progress

•Describe a plan for reporting progress to the targeted community

- How will you keep the community engaged, how will they be able to provide comments?
- Why is this the best approach?
- How will feedback be incorporated into project?

3. Community Engagement & Partnerships

Partnerships with Governmental Agencies

- Describe efforts/plans to develop partnerships with:
  - local/state/tribal environmental agency which implements the brownfields program
  - other relevant governmental agencies

Better to have **actual** partnerships than a plan for partnerships.

- Address the following:
  - Planned and past efforts to forge partnerships
  - Plans to enroll in State, Local, or Tribal voluntary response programs as applicable to your brownfield project and demonstrate knowledge of the program
  - Roles of other relevant governmental partnerships, including health agencies if applicable

3. Community Engagement & Partnerships

Partnerships with Community Organizations

- Provide specific examples of how meaningful input has been solicited.

- Commitment letters should provide a sketch of the organization and their **specific** role in & contribution to project.

- The letters should be consistent with what is contained in the proposal.

- Target schools and colleges, churches, labor groups, environmental groups, cultural interest groups, civic groups, advocacy groups, community development organizations, chambers of commerce, etc.

- Focus in this section is on community organizations NOT governmental organizations, local municipal departments, or political members.

Project Benefits

4. Project Benefits

<u>Health and/or Welfare, and Environmental Benefits</u>

Describe:

- Health and/or welfare, and environmental benefits anticipated from this grant, and
- How these benefits will address challenges mentioned in the Community Need section.

Benefits from Infrastructure/Sustainable Reuse

- Describe how your community or organization is using planning, policies, ordinances or other tools and provide examples.
- Describe your approach to integrate equitable development practices **or** livability principles.

4. Project Benefits

Economic and Community Benefits

Describe:

- The economic OR non-economic benefits anticipated from this grant, and

- How these benefits will address challenges mentioned in the Community Need section.

- Any planned efforts to promote local hiring and procurement or to link members of the community to potential employment opportunities.

Useful Tips

- Associate the project benefits with needs of the community and the community's vision for revitalization.

- Be as specific as possible when describing anticipated benefits. Quantify economic benefits.

- Find out if there are Brownfields job training grantees or workforce development programs in your area.

Useful Tips (cont'd)

Carry themes from beginning to end of the proposal!

- Discuss benefits expected from targeting resources towards addressing any themes/target areas/community issues identified in the Community Need and Financial Need sections.

Target Area	Redevelopment Benefits
Salvage Yard/ Factory	Waste/junk materials will be removed and recycled as applicable. Hazardous building materials (e.g. asbestos and lead-based paint) will be identified and abated, and buildings will be demolished. Underground storage tanks will be removed. Soil and groundwater contamination will be identified and cleanup begun to address potential vapor intrusion, inhalation, and direct contact concerns for area Hispanic residents. The sites will be redeveloped with low income housing and trails that connect to the Pretty Postcard Trail. Potentially contaminated storm water will be eliminated, protecting nearby Crummy Creek.
Former Township Dump	Waste materials will be removed and impacted soil will be identified and removed or capped to prevent future direct contact or particulate inhalation exposures. The site will be redeveloped with a community center and trails that connect to the Scenic Park and Historically Significant Trail. Potentially contaminated storm water will be eliminated, protecting the Smelly River.
Downtown Dry Cleaners	The full extent of the chlorinated solvent contaminated groundwater will be determined. If needed, groundwater cleanup will begin, and additional vapor extraction or barrier systems will be installed in area buildings, protecting residents and visitor from inhalation exposures. Downtown buildings then can safely be converted to mixed-use commercial / residential use.
Downtown Gas Stations	Underground storage tanks will be removed. Impacted soil will be identified and removed, and potentially impacted groundwater will be remediated to prevent future inhalation and vapor intrusion concerns. The sites will be redeveloped with mixed use development.

Programmatic Capability/
Past Performance

5. Programmatic Capability/ Past Performance

Programmatic Capability

- Demonstrate ability to manage grant and oversee the proposed work

- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner

Audit Findings

- Address adverse audit findings
  - Applicant must state that there is no adverse audit in proposal

5. Programmatic Capability/ Past Performance

Past Performance & Accomplishments

Three categories from which to choose:

Applicants who are past/present Brownfields grantees

– OR –

Applicants who are not past/present Brownfields grantees but have received other federal/non-federal assistance agreements

– OR –

Applicants who have never received federal or non-federal assistance agreements

5. Programmatic Capability/ Past Performance

Past Performance & Accomplishments

- Past/present Brownfields (Assessment, Cleanup, RLF, 128(a)) grantees describe:
  - Past grant(s) management & performance
  - Funding expenditure
  - Compliance
  - Accomplishments
  - Corrective action for past grant management issue

5. Programmatic Capability/ Past Performance

- Applicants who are not past/present Brownfields grantees describe:
  - Grant Management & Performance
    - Federal, State, Foundations (current/recent)
    - Projects similar in scope and no more than five years old
    - Purpose & Accomplishments
    - Compliance
    - Corrective action for past grant management issue

5. Programmatic Capability/ Past Performance

Past Performance & Accomplishments

- Applicants who have never received federal or non-federal assistance agreements
  - Must affirm that your organization has never received any type of federal or non-federal assistance agreements
  - Will receive a neutral score

Respond to the correct *Past Performance & Accomplishments* criterion

http://www.epa.gov/brownfields/pdfs/2015-BF-fed-guide-7-8-15a.pdf

KY Brownfield Redevelopment Program

- Grants and Community Funding: Amanda LeFevre or Herb Petitjean 800-926-8111 or envhelp@ky.gov

- Technical Assistance Jim Kirby 502-564-0323

Questions???